

9 March 1954

MEMORANDUM FOR: The Acting Deputy Director (Administration)

SUBJECT: Summary Report of Activities from December 1952 through February 1954

1. In December 1952, a concerted program was undertaken to completely revise the Agency regulatory system and develop a comprehensive, functionally organized set of regulatory issuances. In order to accomplish this objective, the Regulations Control Staff developed a concept of regulatory issuances entirely new to this Agency. The system is intended to provide the policy and procedural instruction necessary to the integrated and effective operation of the organization in the Washington headquarters area [redacted]

[redacted] Because of the circumstances of security under which the Agency must conduct its operations, it has been necessary to provide for the internal security compartmentation of various types of material published. This must be done in such a manner that regulatory issuances can be made available to all persons who have a need to use them, while at the same time protecting them from disclosure to persons who do not have a real need to know their content.

2. During 1953 the concept has become understood and accepted throughout the Agency. The significance of this understanding is increasingly evidenced by the substantive policy problems which have been and are being resolved by virtue of their expression in proposed issuances. The process of reaching this general acceptance of the system and reducing policies and procedures to writing for expression in regulatory issuances has caused officials of the Agency to reflect upon their functions in relation to the functions of other components. As a result, many new policies have been developed, many existing policies have been refined and more precisely delineated than they were in the old system, and many other policies have become fixed and formally published for the first time.

3. The process of preparation and coordination has not only served to isolate and resolve problems but has contributed substantially to an integrated Agency effort. There is evidence that the process has considerably improved working relationships at all levels of authority and responsibility in the Agency. Individuals who are assigned the task of writing regulations are encouraged to collaborate at the working level with all components whose functions or personnel may be affected by the issuance when finally published. This working level collaboration not only contributes to a more integrated Agency effort and better mutual understanding and recognition of problems but tends to facilitate the formal coordination of proposed issuances. Differences resolved at the

working level tend to prevent the development of problems during coordination. Nonconcurrences are not completely eliminated by this process, however, and questions raised during formal coordination must still be resolved. Resolution at this level has the virtue of bringing together officials of greater responsibility and authority, thereby contributing to their mutual understanding and a higher degree of integrated Agency effort.

4. Since the program to revise the Agency regulatory system was undertaken, the Regulations Control Staff has processed to completion a total of 348 regulatory issuances including Regulations, Notices, and Handbooks for headquarters use. A total of 202 additional issuances have been circulated for coordination and are currently in the process of coordination, resolution of differences, authentication, on hand in the Regulations Control Staff, or in Reproduction for printing. A breakdown of the current status of the Regulations is set forth below:

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- a. 26% of the Confidential Funds Regulations have been cancelled, and the balance will be rescinded by issuances which are currently in process.
- b. 91 Regulations have been published in the new system.
- c. 101 Regulations are currently in process.
- d. 26 CIA Regulations in the old system have been rescinded entirely.
- e. 16 CIA Regulations in the old system have been rescinded in part.
- f. 80 CIA Regulations in the old system remain currently effective.
- g. 33 of these will be rescinded by regulations which have currently reached at least the stage of initial coordination.
- h. 9 of those rescinded in part will be completely cancelled by regulations currently in process.
- i. Upon completion of those Regulations currently in process, a balance of 47 old regulations will remain effective in their entirety, and 7 of the old regulations will remain effective in part.

5. The most significant factor illustrated above is that while 91 new Regulations have been published only 26 old Regulations have been rescinded. This is positive indication that the major effort (81%) has been in the publication of 65 Regulations which either state new policy or give expression to policy not heretofore stated in regulations. Furthermore, while 101 Regulations are currently in process, these will only rescind 33 of the old CIA Regulations. The major effort (68%) continues to be in the publication of new and the formulation of unstated policy and procedure.

6. The processing of Regulations in the new system was actually begun in February 1953 when the first issuances were submitted to the Regulations Control Staff. During thirteen months of effort, a total of approximately 200 Regulations have been completely or partially processed by this Staff to rescind in whole or in part a total of 75 old Regulations. To the extent that this proportion continues, it is estimated that the program to revise the Agency regulatory system will be completed by November of 1954. This, of course, is subject to variation dependent upon the continued rate that policies and procedures may be generated.

STATINTL

Chief, Regulations Control Staff

RCS:RHW:mss (9 March 1954)